

## ASSIGNMENT 5

Textbook Assignment: "Manpower Management," chapter 5, pages 5-1 through 5-18.

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5-1. What instruction identifies the *Manual Of Navy Total Force Manpower Policies and Procedures*?

1. BUPERSINST 1000.16G
2. BUPERSINST 1430.16D
3. OPNAVINST 1000.16G
4. SECNAVINST 1000.16G

5-2. All of the following statements describe uses of the *Manual of Navy Total Force Manpower policies and Procedures* EXCEPT for which one?

1. The manual aids all levels of the chain of command in the management of total force manpower resources
2. The manual describes how the Navy determines, forecasts, and programs manpower for ships, aviation squadrons, shore activities, staffs, and new developments
3. The manual is intended for use by the manpower managers and others involved in the management of manpower resources
4. The manual aids the Secretary of the Navy in forecasting future Navy manpower requirements

5-3. Which of the following individuals can be considered manpower managers?

1. Personnel working for the Chief of Naval Operations (CNO) responsible for equitably distributing manpower resources
2. Personnel working for the Secretary of Defense responsible for equitably distributing manpower resources
3. Personnel working for the Secretary of the Navy responsible for equitably distributing manpower resources
4. Commanders, commanding officers, officers in charge, and staff personnel who control manpower resources

5-4. Which of the following is NOT a purpose of the *Manual of Navy Total Force Manpower Policies and Procedures*?

1. To provide information, outline policy and procedures, and assign responsibilities for the various programs that document the Navy's wartime and peacetime demand for manpower assets
2. To appoint and assign responsibilities to executive officers of seagoing units
3. To provide information and outline procedures for programming manpower, determining future manpower requirements, and a description of Hardware/Manpower (HAROMAN) Integration
4. To issue policies of the CNO on Navy total force manpower

5-5. Resource sponsors and principal officials to (a) what official or organization (b) perform what manpower function?

1. (a) SECNAV; (b) combine resources that form inputs to warfare and supporting tasks
2. (a) CHNAVPERS; (b) identify combine, and distribute manpower resources
3. (a) OPNAV; (b) combine resources that form inputs to warfare and supporting tasks
4. (a) EPMAC; (b) maintain the data containing all manpower resources available

5-6. Manpower claimants hold what positions and serve what function?

1. They are the immediate superiors in command responsible for manpower resources
2. They are commanding officers who distribute manpower resources
3. They are major commanders or bureaus authorized manpower resources directly by the CNO for the accomplishment of the assigned missions and tasks
4. They are major commanders or bureaus authorized manpower resources directly by the SECNAV for the accomplishment of the assigned missions and tasks

5-7. The Manpower Claimant Access Support System (MANCLASS) allows (a) what officials to access (b) what file or data base?

1. (a) Claimants and certain sub-claimants, such as type commanders;  
(b) OFNAV manpower files
2. (a) Commanding officers and officers in charge;  
(b) OPNAV manpower files
3. (a) CHNAVPERS;  
(b) EPMAC'S data base of manpower resources
4. (a) EPMAC;  
(b) CHNAVPERS' data base of manpower resources

5-8. Of the following, which is NOT a Manpower Planning System objective?

1. Determine quantitative and qualitative military and civilian manpower requirements to achieve approved operational and mission objectives
2. Provide a system to combine manpower requirements information at the various levels above the activity level to support and justify Navy manpower requirements during all stages of the Planning, Programming, and Budgeting System (PPBS)
3. Provide reliable planning information to personnel inventory managers, both military and civilian, so they may measure the administration and impact of manpower management' actions
4. Relate support manpower requirements within the sea establishment to the changing demands of the Operating Forces

- 5-9. The Planning, Programing, and Budgeting System (PPBS) is a process that is used for what reason(s)?
1. For EPMAC to determine units requiring priority 1 and 2 manning
  2. For SECNAV to determine future manpower resources
  3. For commanding officers to use to request additional manpower for their units
  4. For the planning of forces required to meet the nation's defense needs, to translate these forces into specific programs, and to budget the dollars needed to carry out the programs
- 5-10. The efficiency review (ER) is a process designed to meet what goal?
1. To determine "for commanding officers whether or not their commands are operating efficiently
  2. To implement for shore commands effective and efficient operations with minimal use of resources
  3. To determine for CHNAVPERS efficiency in the Navy
  4. To determine for FLTCINCs efficiency in units under their cognizance
- 5-11. At least how often is the Six Year Defense Program published?
1. Once a year
  2. Twice a year
  3. Every 2 years
  4. Four times a year
- 5-12. Policy control and direction of manpower requirements are vested specifically in what official?
1. Secretary of the Navy
  2. Secretary of Defense
  3. Deputy Chief of Naval Operations (DCNO) (Manpower Personnel and Training) (MPT)
  4. Chief of Naval Education and Training
- 5-13. Which of the following organizations does NOT directly support the DCNO(MPT)?
1. Navy Manpower Analysis Center
  2. Naval Air Systems Command
  3. Naval Reserve Personnel Center
  4. Naval Sea Systems Command
- 5-14. What does the ship manpower requirements program analyze and document?
1. Minimum peacetime quantitative and qualitative manpower requirements by type of shore activity
  2. Maximum wartime quantitative and qualitative manpower requirements by type of ship
  3. The minimum wartime quantitative and qualitative manpower requirements by individual billet and by type of ship
  4. The maximum wartime quantitative manpower requirements by individual billet and by type of ship
- 5-15. Required operational capabilities (ROC) are statements that describe manpower requirements in what form?
1. Capabilities of shore commands prepared by mission and force function sponsors
  2. Capabilities required of ships and squadrons in various operational situations prepared by mission and force function sponsors
  3. The manpower strength of the Navy
  4. The capabilities of all deployable and nondeployable units

5-16. The Aviation Manpower Requirements Program documents manpower requirements for what Navy components?

1. Aviation squadrons only
2. Aircraft intermediate maintenance departments only
3. Sea operational detachments only
4. Aviation squadrons and afloat aircraft intermediate maintenance departments including sea operational detachments

5-17. Efficiency reviews (ERs) carry out all EXCEPT which of the following functions?

1. Review and assess workload in terms of an activity's mission and function
2. Review and determine the equipment, processes, and skills necessary for the activity to efficiently discharge its missions and functions
3. Determine the enlisted manning level required for shore activities to carry out their mission
4. Provides the claimant's implementation plan to improve the activity's ability to accomplish its mission

5-18. During what time is the most efficient organization (MEO) developed?

1. During an ER process
2. During NRPC's yearly ER process
3. During CNO's yearly ER process
4. During CHNAVPERS' semiannual ER process

5-19. In what terms does the Performance Work Statement identify work that is to be performed?

1. On a monthly basis
2. To the maximum extent possible without stating how to do it
3. On a weekly basis
4. On a twice monthly basis

5-20. The Navy Manpower Data Accounting System (NMOAS) is a central authoritative data base for maintaining what manpower information?

1. Officer manpower authorizations only
2. Enlisted Reserve personnel strength status only
3. fictive duty personnel strength status only
4. Manpower authorizations both in quantitative and qualitative form

5-21. What official or activity maintains the Navy Manpower End Strength Subsystem data?

1. Secretary of Defense
2. Secretary of the Navy
3. Chief of Naval Education and Training
4. Chief of Naval Operations (OP-80)

5-22. Which of the following is NOT a DCNO (MPT) responsibility?

1. Exercises overall management of Navy manpower
2. Manages the quality and distribution of authorized manpower
3. Recommends approval of manpower authorization change requests
4. Issues policies and procedures for manpower management

- 5-23. In the Resource Management System, there are manpower claimants and subclaimants. The term subclaimants is defined by which of the following descriptions?
1. Groups of individuals vested with the responsibility of making manpower management decisions
  2. Groups of activities within the manpower claimant for manpower management purposes
  3. Individuals assigned to work in the Office of the CNO to handle all manpower matters
  4. A group of individuals assigned to CHNAVPERS to answer manpower questions
- 5-24. Which of the following is NOT a duty of manpower claimants and subclaimants?
1. Exercise overall management of assigned manpower resources
  2. Conduct efficiency review studies
  3. Periodically review the manpower/personnel classification systems to make sure proper statement of manpower requirements are related personnel qualifications
  4. Make sure each requested manpower action is complete and accurate and includes necessary mobilization requirements
- 5-25. Commanders, COS, and OICs must make sure they conduct which of the following tasks concerning manning?
1. A monthly review of the command's manpower authorization to verify billets authorized
  2. A quarterly review of all authorized billets and positions to identify any discrepancies
  3. An annual review of all authorized billets and positions to make sure manpower requirements are correctly stated and within CNO policy constraints
  4. A semiannual review of all authorized billets and positions and discrepancies noted reported within 10 days of completion of the review
- 5-26. Actual manning of newly authorized billets takes place within what minimum time frame?
1. 6 to 9 months
  2. 9 to 10 months
  3. 9 to 12 months
  4. 10 to 15 months
- 5-27. Enlisted rating advisors are designated to aid the CNO and CHNAVPERS in executing their responsibilities on enlisted manpower and personnel. From what source(s) are these advisors drawn?
1. Personnel attached to EPMAC
  2. The DCNO, commanders of systems commands, and heads of other offices as required
  3. Personnel attached to major naval stations
  4. Personnel attached to NRPC, New Orleans, Louisiana

- 5-28. The enlisted rating/Navy enlisted classification primary advisors perform all EXCEPT which of the following duties?
1. Provide manpower managers with total force manpower requirement and authorization information
  2. Provide guidance about functional and mission utilization or rating of personnel
  3. Provide guidance on the career progression for each rating and those NECs having career progression
  4. Participate in the development of, provide advice on, and approve technical changes to occupational standards applicable to enlisted ratings and paygrades
- 5-29. The enlisted rating/Navy enlisted classification technical advisors perform all EXCEPT which of the following duties?
1. Provide recommendations on rating and NEC requirements for systems under development and for planned major changes to existing systems
  2. Review and recommend changes to rating occupational standards
  3. Advise the primary advisor concerning compensation for billet changes and adjustments to paygrade structure
  4. Review task analysis reports' pertaining to sponsored ratings
- 5-30. An essential part of manpower requirements determination is the establishment of standard workweeks for use of personnel.
1. True
  2. False
- 5-31. Upon what are workweeks for sea duty units and detachments based?
1. Operational readiness
  2. Operational requirements under projected wartime conditions only
  3. Operational requirements under projected peacetime conditions only
  4. Operational requirements under both peacetime and wartime conditions
- 5-32. According to current regulations, Navy standard workweeks are used for planning purposes only and are not restrictive nor binding on the commanders or COs in establishing individual working hours.
1. True
  2. False
- 5-33. When used in practice, the Navy's standard workweeks are NOT intended to reflect which of the following factors?
1. Hours of work per week
  2. Projected peacetime operations
  3. Maximum number of hours personnel can endure
  4. Projected wartime operations
- 5-34. Under certain circumstances it may be necessary to exceed the standard workweek. Extending working hours on a routine basis adversely affects which of the following personnel factors?
1. Morale
  2. Retention
  3. Safety
  4. Each of the above
- 5-35. To reduce the total number of hours personnel are required to be on board for work and duty, COs maintain a minimum of how many duly sections?
1. Five
  2. Maximum number possible
  3. Three
  4. Four

- 5-36. The size of each duty section is the minimum necessary to assure which of the following mission elements?
1. Safety only
  2. Security only
  3. Performance o-f required functions and safety only
  4. Safety, security, and the performance of required functions
- 5-37. During condition V, ships in U.S. ports maintain what specific number of duty sections unless otherwise authorized?
1. Five
  2. Six
  3. Three
  4. Four
- 5-38. Shore activities in the United States or overseas where accompanying dependents are authorized to maintain at least how many duty sections?
1. Five
  2. Two
  3. Three
  4. Four
- 5-39. Workweeks do not express the maximum weekly hours that may be expended by an individual in any particular week but rather regulate the average weekly hours that will be expended on what basis?
1. On an annual basis only
  2. On a monthly basis only
  3. On a monthly or annual basis
- 5-40. As a result of improved officer inventory management over the past few years, CNO approved which of the following management tools?
1. Officer manning plan (OMP)
  2. Officer manning document
  3. Navy manning plan for officers (NMPO)
  4. Officer Distribution and Control Report
- 5-41. The Navy manning plan for officers has which of the following objectives?
1. To decentralize the detailing process, allowing greater flexibility and authority for officer placement and the activity being manned
  2. To eliminate the need for manpower claimants to designate billets to be gapped
  3. To increase the dialogue between placement officers and respective commands
  4. Each of the above
- 5-42. Assignment of officers in excess of planned billet fill levels are not authorized without explicit approval of what authority or organization?
1. Any MCA
  2. SECNAV/CNO
  3. CNO/CHNAVPERs
  4. NRPC, New Orleans, Louisiana
- 5-43. Which MCAs are tasked to help the CNO in managing requirements for priority manning?
1. EPMAC and NRPC
  2. CHNAVPERs and CINCLANTFLT only
  3. CINCPACFLT and COMNAVRESFOR only
  4. CHNAVPERs, CINCLANTFLT, CINCPACFLT and COMNAVRESFOR
- 5-44. What authority may direct priority 1 and 2 manning?
1. CO, EPMAC
  2. CINCPACFLT
  3. CNO
  4. CINCLANTFLT

- 5-45. When are ships and activities assigned priority 1 manning?
1. Whenever CNO directs
  2. When mission success is vital to the highest national interest
  3. When mission success is essential to the national interest
  4. Whenever ships and activities have a specific need for increased manning above the normal manning level
- 5-46. When are ships and activities assigned priority 2 manning?
1. Whenever ships and activities have a specific need for increased manning above the normal manning level
  2. Whenever EPMAC directs
  3. When mission success is essential to the national interest
  4. Whenever mission success is vital to the highest national interest
- 5-47. When are ships and activities assigned priority 3 manning?
1. Whenever mission success is essential to the national interest
  2. Whenever ships and activities have a specific need for increased manning above the normal manning level
  3. Whenever CNO directs
  4. Whenever mission success is vital to the highest national interest
- 5-48. Manning of ships or activities in excess of authorized billets is authorized under what conditions?
1. When so desired by SECNAV
  2. When requested by a command's immediate superior in command
  3. When Navywide excesses exist in the applicable distribution community (rating/NEC)
  4. Whenever commanding officers request it from CHNAVPERS
- 5-49. What official distributes personnel to ships and activities authorized priority 1 manning from total Navy assets?
1. CO, EPMAC
  2. SECDEF
  3. CINCPACFLT
  4. CHNAVPERS
- 5-50. Initial requests for priority 1 or 2 manning must be sent to what authority?
1. DCNO (MPT)
  2. CO, EPMAC
  3. SECDEF
  4. SECNAV
- 5-51. Requests for continuation of an existing priority 2 manning authorization must be sent to what authority?
1. CO, EPMAC
  2. SECDEF
  3. DCNO (MPT)
  4. SECNAV
- 5-52. Request for priority 3 manning must be forwarded to what authority via the administrative chain of command?
1. CINCPACFLT only
  2. CINCLANTFLT only
  3. CHNAVPERS only
  4. The proper MCA
- 5-53. When should commanders, COS, and OICs initiate requests for priority manning?
1. When their personnel officer determines that more qualified personnel are required at the command
  2. When the immediate superior in command feels that a ship or shore activity is undermanned
  3. When directed by CHNAVPERS
  4. When manning is mandatory for mission accomplishment



- 5-54. The Navy Manpower Mobilization System (NAMMOS) is a manpower requirements determination process that identifies what dimension of the manpower requirement equation?
1. The peacetime manpower requirements for a shore/support activity
  2. The peacetime manpower requirements for mobile units
  3. The wartime manpower requirements for a shore/support activity
  4. The wartime manpower requirements for mobile units
- 5-55. What organization maintains and operates NAMMOS?
1. Navy Manpower Analysis Center
  2. BUPERS, Washington, DC
  3. EPMAC, New Orleans, Louisiana
  4. CINCPACFLT, Pearl Harbor, Hawaii
- 5-56. Manpower claimants and activities review their mobilization requirements at what interval?
1. Each year
  2. Every 6 months
  3. Every 9 months
  4. Every 24 months
- 5-57. Requests to change or establish manpower mobilization requirements are submitted to what authority?
1. SECDEF
  2. CINCLANTFLT
  3. CHNAVPERS (PERS 51)
  4. CO, EPMAC
- 5-58. NAMMOS incorporates what subsystems?
1. Mobilization Requirements Determination
  2. Manpower Type Determination
  3. Reserve Requirements Determination
  4. Each of the above
- 5-59. Which of the following statements describes the Manpower, Personnel, and Training Information System (MAPTIS)?
1. MAPTIS is the automatic data processing (ADP) information system used by claimants to communicate with the CNO on matters pertaining to manning
  2. MAPTIS is the combination of the separate but interrelated automatic data processing (ADP) information systems that support the Navy's total force management
  3. MAPTIS is the combination of the separate but interrelated automatic data processing (ADP) information systems that support DFAS - Cleveland Center
- 5-60. The Manpower Authorization, OPNAV 1000/2, is promulgated by what official?
1. CO, EPMAC
  2. CHNAVPERS (PERS 51)
  3. SECOEF
  4. SECNAV
- 5-61. All of the following are uses and applications of the OPNAV 1000/2 EXCEPT for which one?
1. An expression of manpower needs of an activity
  2. The basic document for current and future peacetime and mobilization Navy military manpower planning in the areas of personnel strength planning, recruiting, training, promotion, personnel distribution, and Naval Reserve recall
  3. The single most important document that identifies personnel by rate, name, social security number, and date of birth
  4. The single official statement of organizational manning and billets authorized

- 5-62. A manpower authorization short format change request is used for requesting what type of changes?
1. Major changes to the manpower authorization involving the skills of personnel
  2. Minor changes to the manpower authorization
  3. Minor changes to the manpower authorization involving less than 30 people
  4. Major changes to the manpower authorization involving more than 30 people
- 5-63. What changes may be requested using the manpower authorization short format?
1. NEC changes incident to changes in authorized equipment
  2. Navy Officer Billet Classification changes for billets that do not require special pay and are not applicable to other similar commands
  3. Correction of typographical errors noted in manpower authorization such as billet title
  4. Each of the above
- 5-64. To which of the following officials is the manpower authorization short format change request addressed?
1. SECNAV
  2. SECDEF
  3. CHNAVPERS (PERS 51)
  4. CINCPACFLT
- 5-65. OPNAV Form 1000/4A is used by detivities to request what personnel requirement?
1. The authorization of more than 30 billets
  2. The assignment of manpower or changes to manpower authorizations
  3. The authorization of less than 30 billets
  4. The authorization of more than 10 billets
- 5-66. A separate OPNAV 1000/4A is required to be prepared when changes to officer, enlisted, and civilian manpower authorizations are requested.
1. True
  2. False
- 5-67. The original OPNAV 1000/4A plus a total of how many copies must be submitted via the administrative chain of command to CHNAVPERS?
1. One
  2. Two
  3. Three
  4. Four
- 5-68. When instructed by your CO, which of the following authorities should you contact to find out if an automated OPNAV 1000/4A or hard copy is desired for submission?
1. CHNAVPERS
  2. Subclaimant
  3. Command's claimant
  4. DCNO (MPT)
- 5-69. The Manpower Change Sum-nary Sheet (OPNAV 1000/52) summarizes changes of how many billets?
1. At least 5
  2. No more than 7
  3. 8 or less
  4. 10 or more
- 5-70. The requested changes are summarized on the OPNAV 1000/52" by what category(ies)?
1. By NEC
  2. By grade for officer billets only
  3. By rates for enlisted billets only
  4. By designator and grade for officer billets and rates for enlisted billets

- 5-71. You should request fewer than 10 billets by using what document?
1. OPNAV 1000/52
  2. OPNAV Form 1000/4A
  3. Manpower authorization short format change request
  4. NAVGRAM manpower authorization short format change request format
- 5-72. Separate manpower change summary sheets are required to be submitted for changes involving officer and enlisted personnel.
1. True
  2. False
- 5-73. What action is taken if completion of a manpower change summary sheet is required involving two or more activities?
1. Only one request is submitted
  2. A summary sheet for each individual activity is submitted only
  3. A consolidated summary sheet is submitted only
  4. A summary sheet for each individual activity and a consolidated summary are submitted

- 5-74. Select a definition of the administrative chain of command.
1. The administrative chain of command is determined by the Chief of Naval Personnel and it includes immediate superiors in command
  2. The administrative chain of command is determined by the immediate superior in command and includes only a command's interdepartmental organization
  3. The administrative chain of command is the chain of command designated by the commanding officer and it includes inter-department organization structure only
  4. The administrative chain of command is the normal chain of command as determined by the administrative organization
- 5-75. Lack of accuracy and completeness of information submitted in requesting manpower authorization changes results in delays.
1. True
  2. False